

**The City of Pelham
Commercial Development Authority Board (CDA) Meeting
Tuesday, June 27, 2023 at 6:00 p.m.
Council Conference Room - City Hall, Pelham, AL 35124**



MEETING MINUTES

I. Call to Order

Darius Foster, Board Chairman

Chairman Foster called the meeting to order at 6:01 pm. All members were present with the exception of Tim German and Matt Jaeh.

II. Agenda Approval, Additions, or Deletions

Darius Foster, Board Chairman

Motion to move United Contracting agreement by Roberto Rodriguez; seconded by Edna Felton; vote to approve was unanimous. Motion to approve the agenda was made by Roberto Rodriguez; seconded by Edna Felton; vote to approve was unanimous.

III. Approval of the Minutes from the May 16, 2023 CDA Board meeting

Motion to approve the meeting minutes for May 16 by Roberto Rodriguez; seconded by Edna Felton; vote to approve was unanimous.

IV. Proposals

Darius Foster, Board Chairman

A. LaFran Marks, Winery Concept

A presentation of information was provided by LaFran Marks regarding their traditional local wine products: Chateau Bevvly Urban Winery. No motions were made.

V. Finance

Matthew Jaeh, Secretary/Treasurer

A. 30-day Financial Report

A presentation of information was provided by Chair Foster. Motion to approve the financial report by Roberto Rodriguez; seconded by Edna Felton; vote to approve was unanimous.

VI. Economic Development

Michael Simon, Economic Dev.

Director

A. Pertinent Updates from City Hall - *A presentation of information was provided by ED Director Michael Simon.*

B. Current Projects - *A presentation of information was provided by ED Director Michael Simon, including many developments within the city.*

C. Prospective Projects - *A presentation of information was provided by ED Director Michael Simon.*

VII. Marketing

Darius Foster, Board Chairman

A. Signage and materials

A presentation of information was provided Chair Foster. There are two 4X4 for sale signs and name badges for each board member that are en route.

ED Director Simon will send Chair Foster the documents to upload to the website. There will be a programs and initiatives tab added to the website as well. There is a LinkedIn page in development as well as the Facebook page.

VIII. Committees

Darius Foster, Board Chairman

A. Purchases, Disposals & Development Committee

1) Purchases

- Opportunities - *Discussion amongst the Board members included properties for consideration. Edna Felton will provide an update of five opportunities at the next meeting.*

2) Disposals

- Welborn Property - *Discussion amongst the Board members included properties for consideration.*
 - United Contracting - *Discussion amongst the Board members ensued. Attorney Josh Arnold provided additional information.*
 - GENREV - *Discussion amongst the Board members included properties for consideration.*

3) Development

- Status of Fran's Property - *Discussion amongst the Board members ensued. No motions were made.*
- Status of Welborn Property - *Discussion amongst the Board members ensued. No motions were made.*

B. Policies, Procedures & Partnerships Committee

1) Policies

- Finalize policies for City Council - *Discussion amongst the Board members ensued. No motions were made.*
- Grant program revisions - *Discussion amongst the Board members ensued. No motions were made. Some additional editing needs to take place before bringing it for a vote.*

2) Procedures

- None pending

3) Partnerships

- Organizational Memberships Updates
 - EDAA Liaison // Roberto - *Discussion amongst the Board members ensued. No motions were made.*
 - BBA Liaison // Tim - *Discussion amongst the Board members ensued. No motions were made.*
 - ACRE Liaison // Matt - *Discussion amongst the Board members ensued. No motions were made.*
- Conferences
 - EDAA 2023 Summer Conference (7/30 – 8/2) Fairhope, AL – Chair Foster, Tim German, and Roberto Rodriguez will attend
 - ABTC 2023 Annual Conference (9/14 – 9/15) Birmingham, AL – All can try to attend
 - IEDC 2023 Annual Conference (9/16 – 9/20) Dallas, TX – Flights are booked
 - Smart City Expo (10/4-10/5) NYC – Flights are booked
 - *Discussion amongst the Board members ensued. No motions were made.*
- *A discussion ensued about CDA email accounts for board members. The cost will be around \$30 per month for 1 year using Gmail Client. Motion made to pay and create the email accounts by Roberto Rodriguez; seconded by Edna Felton; motion to approve was unanimous.*
- *Chair Foster will try to schedule a Zoom with Rod Kanter for all of the Board members between 4 and 4:30 pm on a weekday.*

IX. Call for Adjournment –

A motion to adjourn was made by Roberto Rodriguez and seconded by Edna Felton; vote to approve was unanimous. The meeting adjourned at approximately 8:00 pm.